

ADMINISTRATIVE-INTERNAL USE ONLY

FBIS-1460/85

8 OCT 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: [REDACTED]

Director, Foreign Broadcast Information Service

SUBJECT: Recommendation for Quality Step Increase -
[REDACTED]

1. I recommend [REDACTED] GS-12 senior editor at Panama Bureau, for a Quality Step Increase. This recommendation is based on her sustained excellent performance over the course of the past 12 months as the sole editorial training officer at Panama Bureau.

2. In the past year [REDACTED] has served as training officer for five editorial TDY'ers. Her performance as training officer and her overall performance as a senior field editor over the past year was excellent as detailed in her latest Performance Appraisal Report. She shows every indication of continuing an equally strong performance in the future.

3. Upon her arrival at Panama Bureau in her first field assignment as a senior editor and as the bureau's designated training officer, [REDACTED] quickly demonstrated a very strong aptitude in preparing and maintaining editorial training materials. She showed unusual patience, maturity, and professionalism in providing training, guidance, and direction for all of the editorial trainees during their 12-week TDY's. She has freely given of her off-duty time in order to keep up with the burden of extra work demanded by the increased responsibility and to make the TDY editors' stay in Panama enjoyable.

4. [REDACTED] faced her first experience with first line supervision as she was responsible for personally counseling trainees and writing periodic evaluations and a formal Performance Appraisal Report for each trainee upon completion of the 12-week training program. In every evaluation she provided a valuable service in detailing strengths and weaknesses of the trainees' skills and potential. Her evaluations and reports were always punctual and complete.

5. In acting as Panama Bureau's sole training officer, [REDACTED] has indeed done an excellent job and there is no reason to doubt that she will not continue to perform as well in the future.

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She carried the extra weight of responsibility and continued to do an excellent performance in her day to day editorial desk duties as well. A QSI is warranted.

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APPROVED:

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Deputy Director for Science and Technology

22 Oct 1985
Date

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